



## **MANAGEMENT ANALYST II**

### **PUBLIC WORKS DEPARTMENT**

Are you interested in being part of a dynamic City where you can truly make an impact? Do you enjoy the challenge of working in a professionally diverse and complex, fast-moving environment? Can you use your exceptional organizational and analytical skills to administer a variety of projects and programs? Then, the Public Works Department may be the place for you!



**The first review of applications:**  
**March 30, 2015**

Interested candidates are encouraged to apply immediately

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## ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

## THE POSITION

The Public Works Department is searching for an effective team player who is able to multi-task in a fast-paced work environment. The Management Analyst II must be able to plan, organize and administer programs and projects, as well as conduct organizational, operational, fiscal and statistical analysis. In addition, the successful candidate will be able to communicate clearly, concisely and tactfully both orally and in writing, and possess excellent presentation skills.

## EXAMPLES OF DUTIES

- Monitor, administer and coordinate the preparation of departmental budgets.
- Participate in the budget review process.
- Administer departmental payroll, personnel and purchasing processes.
- Conduct organizational, operational and fiscal analysis studies.
- Perform legislative and statistical analysis.
- Prepare specifications, request proposals, negotiate and monitor contracts.
- Study, design and implement administrative systems and procedures.
- Develop and maintain work productivity measures and direct operational changes.
- Participate in the development of the division’s annual work plan and annual performance goals.
- Implementation of new initiatives and business models.
- Oversee the division’s safety program.
- Serve as the division’s representative on citywide committees as necessary.
- Perform related duties as assigned.

## CANDIDATE PROFILE

Successful candidates will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: a Bachelor's degree in Public Administration, Business Administration, Finance, Economics or a related field *and* three years progressively responsible professional level organizational administration and/or operational support duties that includes local government experience.

The ideal candidate will also possess the following outstanding qualities:

- Strong analytical skills
- Project management experience
- Knowledge of municipal Public Works Engineering and Maintenance services and operations
- Self-motivation and exceptional leadership and management skills
- Strong written and oral communication abilities

Possession of a valid Class C California Driver's License is required at time of appointment.







### Tentative Recruitment Schedule

First Review of Applications: March 30, 2015

Oral Board Interviews: April 14, 2015

Departmental Interviews: April 21, 2015

### COMPENSATION & BENEFITS

The annual salary is \$78,007- \$105,308 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit\*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,830 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Fremont Association of Management Employees (FAME) represented position with a probationary period of twelve (12) months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)

### HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

### REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**The City of Fremont is an Equal Opportunity Employer.**

HUMAN RESOURCES DEPARTMENT  
City of Fremont  
3300 Capitol Avenue, Building B  
Fremont, CA 94538  
Phone: (510) 494-4660



## MANAGEMENT ANALYST II - SUPPLEMENTAL QUESTIONNAIRE

### GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Management Analyst II position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Management Analyst II. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

### DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of experience do you have providing professional-level organizational administration and/or operational support (e.g. departmental budget responsibilities, statistical analysis, contract administration, departmental initiatives implementation, project/program management)?
  - ☐ None
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years to less than 4 years
  - ☐ 4 years to less than 5 years
  - ☐ 5 years to less than 6 years
  - ☐ 6 years or more
2. How many years of experience do have performing the duties in Question 1 as part of a local municipal agency?
  - ☐ None
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years to less than 4 years
  - ☐ 4 years or more
3. Do you possess a Bachelor's or higher degree in Public Administration, Business Administration, Finance, Economics or a related field?
  - ☐ Yes
  - ☐ No
4. If you answered "Yes" to Question 3, list your degree and field of study. If you answered "No", put N/A.  

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5. If you have experience within a municipal Public Works or Maintenance Department, list your title, organization/agency, and provide a **brief** description of your responsibilities. If no experience, put N/A.  

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